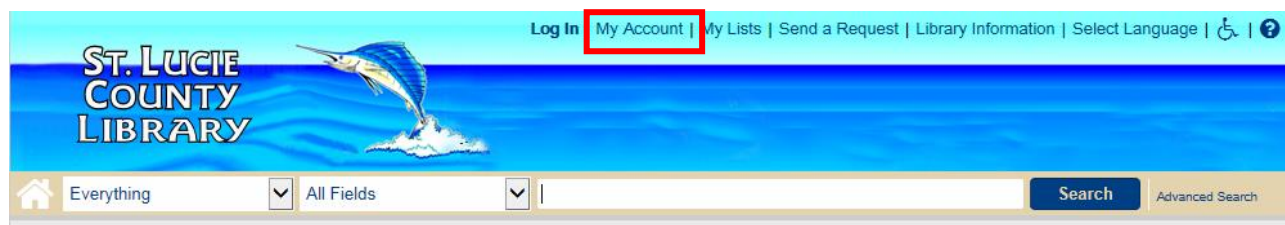# My Account Options to You May Want to Select

Below are some basic changes you may want to make to the My Account settings in the new online catalog. The new catalog's address is https://stlu.ent.sirsi.net/client/en_US/default/. To access the My Account options, click on "My Account" at the top.

A login box will appear where you'll need to enter your library card number and PIN. Most browsers will remember both after you enter them the first time. If you don't know your PIN please contact a local branch library to request it.
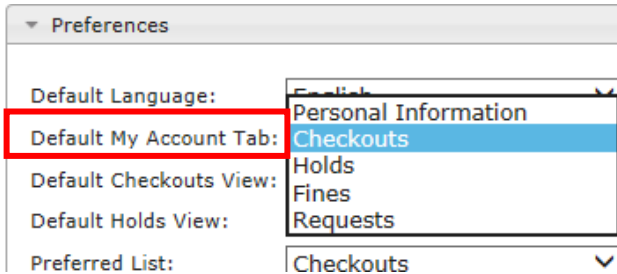

After you're logged in you'll see the My Account screen. **Click on Preferences at the bottom left.**

1. Default Screen for My Account

Click on the drop-down box to the right of "Default My Account Tab." You'll see that the choices are Personal Information, Checkouts, Holds, Fines and Requests.
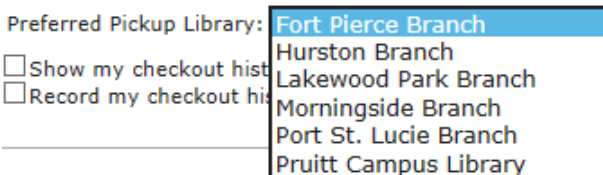

This option determines the first screen you'll see when you access your account information. The default is Personal Information, but you may prefer to see your checkouts or holds first. **Click on the option in the list that you want to make the first screen you see when you open My Account**.

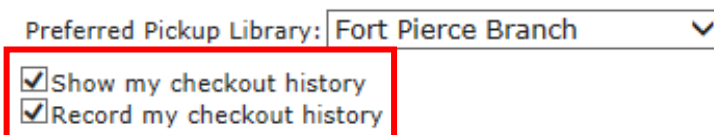## 2. Default Pick-Up Branch Library

Next, you'll want to make sure your preferred pickup library is selected. This option determines the default library your holds will be sent to when you place a hold. Click on the drop-down box to the right of Preferred Pickup Library to see the list of branches and click on the branch where you'll generally want to pick up your hold. If you like to pick up holds at different branches you'll still have the option of selecting other branches when you place a hold.

3. Checkout History

If you'd like to be able to see your checkout history, check the boxes at the bottom by "Show my checkout history" and "Record my checkout history."

This option allows you to see what you've checked out and returned in the past. Checkouts won't start being recorded until the "record" box is checked. If you uncheck "record" but leave "show" checked, you'll see what's been recorded so far, and new checkouts will stop being added to the list. If you uncheck "record" for a while, then check it again, new checkouts will start appearing again, and will show along with those that were recorded before you unchecked the box. During

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the time you have that box unchecked, none of your checkouts will be recorded. Your checkout history doesn't appear to Library staff. Only you can see this list.

You can always uncheck the "show" box to make your history stop appearing. If at some point you want to delete your list of checkouts and start over, please let us know. If we delete your history, all checkouts will be removed; it's not possible to remove only some of your checkout history.

4. View Digital Checkouts and Holds by Default

If you primarily check out e-books and online audiobooks from Overdrive, you may want to see those checkouts and holds first. To see digital checkouts and holds first, select those beside "Default Checkouts View" and "Default Holds View."

When you're done selecting options, click on the "Update" button to save your changes.

☑ Show my checkout history
☑ Record my checkout history